

## CV Content

The way you present information on your CV is relatively flexible and will depend on what you have to offer in terms of experience and skill set.

It is generally recognised that all CVs tend to include the following sections:

### PERSONAL DETAILS

This section needs to be kept brief. You should include your name, address and contact details. It is not essential to include your age, marital status and nationality.

### PERSONAL PROFILE

You need to capture the attention of the reader as soon as possible so that they are encouraged to read the rest of your CV. An introductory paragraph about you as a person will give an employer a snapshot of your career motivations. This needs to be kept to three or four lines maximum. Use it to summarise you're:

- Skills and qualities.
- Career focus and/ or current aims.
- Work background and achievements.

### KEY SKILLS

The Key Skills should be exactly this, a concise list of skills both technical and business-related. You should also highlight achievements and projects of which you are particularly proud, or which are especially relevant to this position.

### EMPLOYMENT HISTORY

If you have much working experience, you could put your employment history first; if you're younger and don't have much work experience then you might like to highlight your education and training.

This should describe the companies that you have worked for in a couple of lines to put your role into context. Then describe your role and responsibilities, and focus on the requirements of the job you are applying for and show how you have acquired the necessary skills and experience in previous jobs. You could list which technical skills you used most frequently in each role, so they know for example that you used the VB.Net you listed in your Key Skills section in your last role.

## **QUALIFICATIONS**

You should list specific technical skills and professional courses under a separate heading. Be concise and put the most relevant skills first.

Keep the description of your education brief. If you have a degree you may wish to exclude your lower qualifications altogether and your work history will probably be the most relevant information on your CV.

## **INTERESTS AND ACHIEVEMENTS**

You can include interests, hobbies and achievements in your CV. Keep this section short and to the point. Try to avoid putting too many passive solitary hobbies such as reading or walking as these activities are too general to be of interest to an employer. Any interests relevant to the job are worth mentioning. Showing a range of interests would avoid coming across narrow. Anything showing evidence of employability skills such as planning, team working and organising etc.

## **ADDITIONAL INFORMATION**

You can include this section if you need to add anything else that's relevant. It is not essential to have an Additional Information section as you may have included this information in other parts of your CV, but you may want to mention that you have a driving licence and if you speak any foreign languages.

## **REFERENCES**

Choose your references with care, making sure that the names you provide are of a responsible person who has known you for quite a while and who can speak positively about you. Always seek permission first and check the contact details before including them in your CV. You should try and include one academic referee such as a Lecturer or Tutor and one personal referee who is preferably an employer.

Finally, always include a covering email explaining where you heard about the role and why your skills and experience are a good fit.